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## OWNER PORTAL OVERVIEW

Once logged in you will be brought to the Owner Dashboard. You may change your password in the “Password” section under the “My Contact Info” tab on the left side.

*Note- not all features are available to all associations. If your Association uses Building Link or NABR, some Owner Portal features will be disabled.*

**Dashboard:** This menu shows you an overview of your account balance, upcoming assessments, and any open items.

**My Contact Info:** This menu will allow you to verify your contact information as well as indicate how you would like our office to communicate with you (via email or paper). Select the “Password” tab to change your password.

**Billing:** This menu will show you your account history and provides you multiple payment options.

**My Items:** This menu will show you any open requests and violations specific to your property. Additionally, you will see general messages sent from the Association within the past 30 days.

Click on the “Submit a Request” option within the “My Items” tab and you will be routed to the following options:



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**General Request** provides you with ways to communicate with us electronically. Options include Billing Question, General Question, and Work Order/Maintenance Request. These requests will be routed to the appropriate person to assist (if applicable).

**ARC Request** provides for an electronic submission of your architectural change/modification. Your Association's specific form is available for download to fill out and to upload directly to your request (if applicable).

**Calendar & Events:** This menu will show you your community calendar, including amenity center/clubhouse reservations (if applicable).

**Directory:** This menu will give you a directory of your association's Board Members, Committees, and Homeowners (if applicable).

**Documents:** This menu is where you will find your community's governing documents, rules and regulations, forms, meeting minutes and more (if applicable).